

## Substitute Teacher Eligibility

Pursuant to Indiana law, in order for part-time and substitute teachers to be members of the Fund, they must:

- Be certified by the Indiana State Board of Education (IC 5-10.4-4-1(a)(1); 550 IAC 2-1-6; 550 IAC 2-1-10; 550 IAC 2-4-1); **and**
- Have obtained at least an associates degree (IC 5-10.4-4-1(a)); **and**
- Teach at least one hundred twenty (120) days in a year, or at least sixty (60) days in each of two years (550 IAC 2-4-3; IC 5-10.4-4-2).

Contributions should not be collected for substitute teachers who do not meet the criteria above. Once the qualified substitute teachers teach the required number of days, they become members of the Fund. The substitute teachers and their employers must then begin making contributions (IC 5-10.4-4-11; IC 5-10.4-7-7; IC 5-10.4-7-12). Retroactive payments are not required for service prior to the teacher reaching the required number of days. Teachers may purchase additional service credit for substitute teaching service prior to becoming a member of the Fund pursuant to the rules set forth in IC 5-10.4-4-6.